



NATIONAL JUTE BOARD
Ministry of Textiles, Govt. of India
3A & 3B Park Plaza, 71 Park Street
Kolkata – 700 016 ,Tel: 033-2217 2107/2226 3438
Email: jute@njbIndia.in

NIT No 12 /NJB/ MD/Jute Fair CC-2-New Town –WB /Tender/2023-24

Dated 02.02.2024

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from bonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Pavilion/Stalls at City Centre-2, New Town, Kolkata, West Bengal for Jute Fair 2024

Details of tentative venue, date of the Jute Fair :

- (a) **Venue** : City Centre-2, New Town , Kolkata , West Bengal (Approx Open Space area : 3500 Sq.ft.)
- (b) **Proposed Date** : 12th – 20th February 2024 (9 days)

SCOPE OF WORK:

The tentative details of jobs involved are given at **Annexure I**.

REQUIREMENTS FOR COMPLIANCE :

1. Tenderer should deposit Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) Only through Pay order/Demand Draft/ E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703. Payment of EMD through Cheque will be summarily rejected as invalid tender.
2. Tender application along with the format for submission of financial bid (Annexure I) duly filled in and signed should be enclosed with valid statutory documents :
 - (a) Copy of GST Registration Certificate & to submit current GSTR return of the FY 2023-24 (Current Quarter)
 - (b) Copy of Trade License (Clearly mentioned Nature of work is Exhibition/ Event Management) Also the firm should possess a valid Trading License/ Work Permit etc. as and when required while working in the state of West Bengal
 - (c) Copy of Income Tax Return for the last 3 years.
 - (d) Copy of Audited Financial Statement for the last 3 years.
 - (e) Copies of Work Order of at least for 3 events in a year from Central/State Government/ Public Sector Undertaking and Autonomous Bodies during the last 3 years. Proof of Payment receipt against such Work Order (Bank Statement highlighting receipt of payments towards carrying out work to be enclosed) in undertaking similar jobs. Preference will be given to such Bidders having conducted and managed same nature of work under Govt. of India earlier.
 - (f) Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency

have not been debarred / black listed from participating in the Tender process by any Govt. Agency before.

- (g) Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency remain capable and agreed to provide 20% of the Gross Value of the Contract as Security Deposit if work order is awarded.
- (h) Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.

3. Last Date & Time of submission of Tender: 7th February 2024 up to 13.00 Hrs

4. Interested agencies are requested to submit tender in One Single Main Envelope (containing Both **Technical Bid** in One Envelope and **Financial Bid** in second envelope) along with all required documents as mentioned at Sl. No. 1 & 2 in Main Envelop super subscribing "**TENDER FOR JUTE FAIR 2024, CC-2, NEW TOWN, KOLKATA, WEST BENGAL**" addressed to "The Secretary, National Jute Board, Kolkata". Address: 3A & 3B Park Plaza (3rd Floor), 71 Park Street, Kolkata - 700 016.

5. **Opening of Tender: 7th February 2024 at 15.00 Hrs at NJB's Head Office** at 3A & 3B Park Plaza (3rd Floor), 71 Park Street, Kolkata - 700 016. (Tenderer may remain present and no separate intimation will be given).

6. The Tender Committee constituted for the purpose would open the Tender, examine and process as per Tender formalities.

7. Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and Amount will be summarily rejected as invalid tenders.

8. NJB reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NJB in this regard shall be final and binding. No further correspondence in this regard will be entertained.

9. The successful bidder should deposit 20% of the gross value of contract value of the Tender as Security Deposit in the form of **Bank Guarantee/ E- Payment Facility /NEFT/RTGS** valid for a period of sixty days. [immediate after issue of Work Order].

10. All the pages in the Tender document should be Signed and All pages should have **Serially numbered**

GENERAL CONDITIONS

1. Rules and regulations of Jute Fair/Hall/ Mall authority should be strictly followed at site.
2. **All necessary NOC / Permission from the District Administration, Local Fire Department, Local Police Station, Municipal Authority and any other statutory permission as required shall be obtained before execution of the job. Any incidental expenses/fees incurred in the process shall be paid by the entrusted Contractor and the same to be raised along with the final bill for payment.**
3. Tenderer may visit the site and also prepare indicative plan model of the NJB Pavilion, keeping in view the indicative / Tentative job specification (Annexure I) before Quoting the financial bid.
4. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.

5. The tenderer should dispose off, remove, and clear from site all materials/ furniture/ stores used for the event within 10 hrs. after the fair is over.
6. Final bill should be raised just after handing over the pavilion and the bill of Quantities should be certified by the official of NJB/Supervising Agency.
7. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Secretary, NJB at Kolkata, West Bengal.

(FORMAT FOR SUBMISSION OF FINANCIAL BID)**(TO BE SUBMITTED ON AGENCY'S LETTERHEAD)****TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB PAVILION/STALLS AT CITY CENTRE /WITHIN ITS PREMISES FOR JUTE FAIR AT CITY CENTRE-2 NEW TOWN , KOLKATA , WEST BENGAL FROM 12TH - 20TH February, 2024****Tentative Bill of Quantities (BOQ)**

- Jute Fair in an Open Space area approx 3500 Sq ft in the City Centre-2, New Town , Kolkata, W.B
- Jute Fair Duration:12th -20th February 2024 (9 days)
- Requirement and activities/Quantities are tentative and subject to change.

| SI No | Schedule of Items | Unit | Quantity | Rate (Rs) | Amount (Rs) |
|-------|---|----------|----------|-----------|-------------|
| 1. | <ul style="list-style-type: none"> • Semi Permanent structure to resist Inclement weather –rain and wind and inconformity with the official of Mall Authority. • Area – 3500 Sq Ft approx. • Wooden Platform to be constructed on the above mentioned area (3500 sq ft. approx) with minimum 6” above the ground level. • Ceiling and inner wall to be covered by white cloth. • Outer portion of the pavilion including roof and outside wall to be covered by water resistant tarpaulin and outside portion of tarpaulin should be covered by fabric /other material to maintain the aesthetic nature of the mall . • The entire floor area including entrance / exit portion to be carpeted by good quality carpet • 4 nos of Gate to be constructed. | | | | |
| 2. | <p>Fabricated Stalls :</p> <p>a. Size : 3mtr x 3mtr</p> <p>b. Nos : 20 nos</p> <p>c. System : Octonorm/Syma panel</p> <p>d. Carpeting</p> <p>e. Stall Fascia: Having name of the participating units and logo Of NJB and Jute Mark India Logo</p> <p>f. Furniture & Fixture : Each stall will have</p> <ul style="list-style-type: none"> ➤ SaleCounterTable-2nos.3ft(L)x1.5 ft(w), with tablecloth ➤ Chairs- 2nos. ➤ Waste paper Basket –1no. ➤ LED Light – 6nos, ➤ Electric plug point – 1no. ➤ 1 Fan each stall | No | 20 | | |
| 3 | <p>Arrangement of Fascia (As per requirement) :</p> <p>(a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outside hall of approx.100 sq .ft, Box Gate at the Main Entrance of approx. 1000 sq ft., Other Fascia(2 nos.) in the side Gates of approx. 300 sq.ft. The Fascia , Pillars ,Box Gate should be fabricated on wooden frame covered with flex (Artwork to be approved byNJB) and</p> <p>(b) Proper lighting of the fascias including the side fascia, Pillar,Box Gate with white Halogen Light (400W) (in adequate number).</p> | Lump sum | | | |

| | | | | | |
|----|---|----------|--|--|--|
| | (c) Arrangement of 15 standees (Art Work to be approved by NJB) | | | | |
| 4. | General Lighting/ Fan / Wi- Fi facilities in the NJB Stalls (a) Tube Light/ LED Light – Adequate nos. (b) Halogen Light(white)-400W– Adequate nos. in the area allotted for NJB Jute Fair (c) Wi Fi facility throughout the Exhibition Period | Lump sum | | | |
| 5. | Maintenance and Cleaning of NJB Pavilion/ Stalls for all days of the event Proper maintenance and cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer. | Lump sum | | | |
| 6. | Fire Safety Measures: Portable fire extinguisher at different location inside the NJB Jute Fair allocated area as per the Fire Safety norms. | Lump sum | | | |
| 7. | Security : 2 Guards at the entry and exit points during the exhibition period and 2 guard during night time | Lump sum | | | |
| 8. | Inaugural Arrangement <ul style="list-style-type: none"> ● Floral decoration with decorative items ● Inauguration lamp with red ribbon/scissor/candle in a tray with flower petals ● Photography with Pen Drive and Album ● Arrangement of Visitor Book ● Arrangement of one dedicated Stall Boy throughout the event ● Arrangement of 2-3 nos. flower Bouquet. ● Provision of Drinking Water (Adequate Quantity) during the Event period ● Arrangement of Car on the day of Inauguration and coordination with the Inaugurator inaugurating the event ● Arrangement of Tea/ Snacks for the visiting NJB Officials/ Chief Guest attending the inauguration of the event . | Lump sum | | | |

Total Rs

Add applicable Tax: _____

(.....%)

Total Rs.

Signature and Stamp of the Agency

NOTE

- i) The area will be available one day before the Jute Fair and should be dismantled after the exhibition is over on the same day
- ii) The selected agency will coordinate with the Local Administration / Municipality for obtaining Permission for organizing the Jute Fair. Fire & Safety, Statutory requirement, Sanitation, etc shall be the responsibility of the agency.
- iii) Cost of Publicity campaign will be borne by NJB – The Agency to coordinate whenever required. All artwork related to publicity to be prepared and approved by NJB.
- iv) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- v) This BOQ is an indicative, tentative and subject to change. However, the total cost will be determined on actual quantity of jobs executed by the Agency taking into account the unit price quoted in the BOQ.
- vi) Non-providing of any items in BOQ will result in penalty which will be decided by NJB officials present during verification of BOQ and will be definitely be higher than the rate of items given in the BOQ.
- vii) NJB reserve the right to include / exclude those items mentioned in the BOQ for execution / implementation in the venue to have an aesthetic look at the NJB pavilion. Even the size/quantity of stalls may be altered / adjusted according need based basis but keeping the overall space in the tender constant.
- viii) In case postponement of the event due to COVID related/or any other restriction imposed by the Government, the vendor would be required to fulfill the tender obligations within the same cost for the revised date.
- ix) The construction of work related to the event should start only one day prior to the inauguration of the event. NJB would have no liabilities for any construction work started before one day of the inauguration of the event.

TOTAL :

(Rupees)

**Signature of Authorized
Representative with date and stamp**